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Title and Registration:

ACCURATE APPLICATIONS GET RAPID RESULTS

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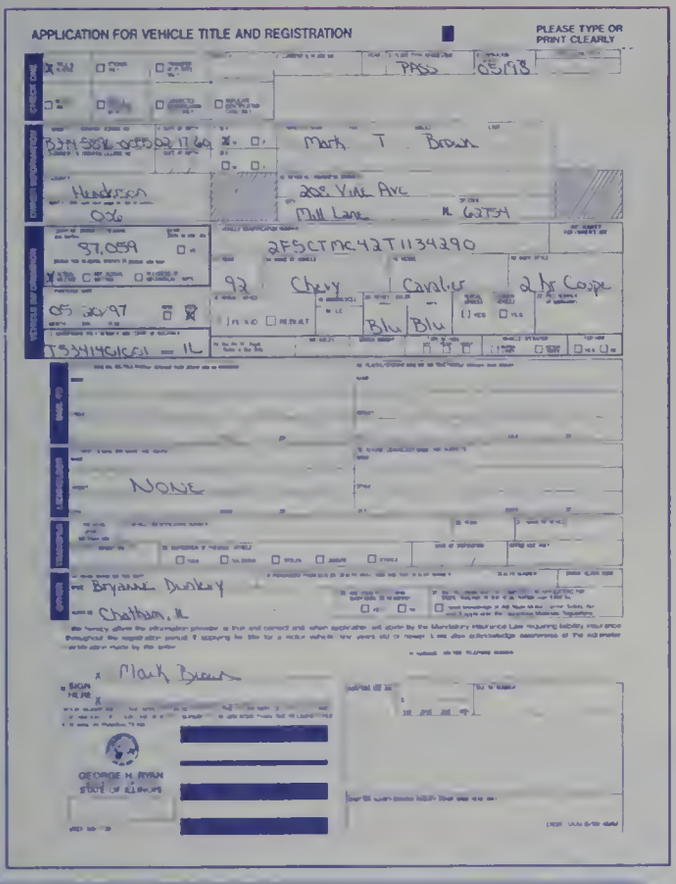

George H. Ryan
Secretary of State

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Save Time By Completing Applications Correctly

Applications for vehicle titles and registrations that are incomplete, incorrect or illegible require special attention and cause delays in processing. Whether you are a vehicle dealer, remittance agent, financial institution representative or an Illinois automobile owner, you will find time-saving tips on completing applications in this brochure.

If you will follow these guidelines and refer to the "Title and Registration Guide", my office will be able to process the paperwork in a fast and efficient manner.

If you have any further questions, call our toll-free telephone number: (800) 252-8980. Automobile dealers should call (217) 782-6877.

George H. Ryan

George H. Ryan
Secretary of State

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Title and Registration

- **Use the Application for Vehicle Title and Registration** (VSD-190) for any plate-related transaction, i.e. title and plates, plates only, sticker only, title and transfer, transfer of plates only, corrected ID card or duplicate ID card.
- **Use the Application for Vehicle Title** (VSD-330) for any transaction for title without plates, i.e. title only: $13 (if the vehicle will not be operated), duplicate title: $13, junking certificate: no fee, corrected title: $13 or salvage certificate: $3.
- **Both applications, VSD-190 and VSD-330, are required for a corrected ID and corrected title.** These transactions cannot be done on the same application.
- **Verify vehicle/ownership information.** Be sure that the vehicle information on the title is the same as on the application. Verify that the title is properly assigned from the seller to the buyer. Ascertain that the buyer's name shown on the assignment area is the same as on the application. Be sure that the odometer reading is certified properly on the back of the title and that a date of sale is indicated. Check the vehicle identification number on the title with the number on the dash or door of the vehicle.
- **Check if vehicle use tax must be paid.** Tax must be paid on all vehicle sales between individuals. The amount of tax is based on the model year of the vehicle if the selling price is less than $15,000 and is based on the selling price if it is $15,000 or more.

Submit these forms to the Secretary of State:

Tax **Form RUT-50**, available at most Secretary of State facilities; **tax payment** (separate check, draft or money order made payable to the Illinois Department of Revenue); **Application for Title/Application for Title and Registration**; **title**; and **title and/or registration fees**, payable to Illinois Secretary of State. Do not send revenue payment directly to the Department of Revenue. See the **Form RUT-50** for tax fees, or call the Department of Revenue at (800) 732-8866 toll free in Illinois or (217) 782-3336.

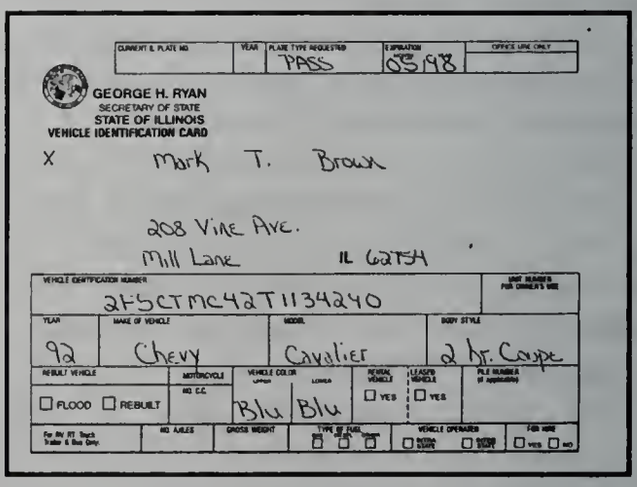
If you recently purchased and have not titled or registered the vehicle you are bringing into this state, a properly completed tax form, either **RUT-25** (if purchased from a dealer) or **RUT-50** (if purchased from an individual) and **any applicable tax** made payable to the Department of Revenue, must ac-

company your application to the Secretary of State's office.

Vehicles purchased from an Illinois dealer are subject to vehicle sales tax. The dealer must submit the **Sales Tax Transaction Return** (ST-556 Tax Form) to the Office of the Secretary of State, along with the tax check (made payable to Illinois Department of Revenue), the application for title and registration, the surrender document and title and registration fees (made payable to the Illinois Secretary of State).

Transferring Plates

1. Make sure that the **correct vehicle information** and the **correct number** of the plate being transferred are filled in on the application in the proper area.
2. Check **Transfer** or **Title and Transfer** if the applicant wants to transfer current plates. The fee for transfer is $12, and the fee for title is $13.
3. Enclose the MOST RECENT **vehicle registration identification card** for the license plate number being transferred.


GEORGE H. RYAN
SECRETARY OF STATE
STATE OF ILLINOIS
VEHICLE IDENTIFICATION CARD

PASS 05/98

X Mark T. Brown

208 Vine Ave.
Mill Lane IL 62754

2F5CTMC42T1134240

YEAR	MAKE OF VEHICLE	MODEL	BODY STYLE
92	Chevy	Cavalier	2 dr. Coupe

REBUILT VEHICLE	MOTORCYCLE NO. C.C.	VEHICLE COLOR UPPER	VEHICLE COLOR LOWER	RENTAL VEHICLE	LEASED VEHICLE	FILE NUMBER (if applicable)
☐ FLOOD ☐ REBUILT		Blu	Blu	☐ YES	☐ YES	

For GVW RT Truck Trailer & Bus Only	NO. AXLES	GROSS WEIGHT	TYPE OF PLATE	VEHICLE OPERATED	FOR HIRE
					☐ YES ☐ NO

4. If the new vehicle will be owned by one person but the last vehicle was registered in two or more names, the individuals whose names will **not** be appearing as owners on the new vehicle must **release their interest** in the license plates being transferred by stating in writing that they have no interest in the license plate number, indicating to whom interest is transferred and signing the statement.
5. License plates cannot be transferred from one person or business to another unless the transferring parties are actually one and the same person. A letter (on company letterhead if applicable) stating this fact must be included with the application.
6. If a company incorporates, the firm is then considered a separate, incorporated entity, and plates cannot be transferred from the original company.

Corrected Title

1. Vehicle **title** must be corrected before the **registration** record may be corrected.
2. Use an **Application for Vehicle Title** (VSD-330) marked "corrected." A separate application (VSD-190) is required for the corrected registration.
3. Submit the **original title,** not a photocopy, along with the application(s).

WHEN SHOULD TITLES BE CORRECTED?

- To **change a name** due to marriage, a legal procedure, naturalization, or when adding "Jr.," "Sr.," "II," "III" or an initial.
- To **add or remove another person's name.** When removing a name the title must be assigned. In addition, a **release of interest** in the license plate number is needed from the other owner when applying for a corrected registration identification card.
- **When a joint owner dies,** the surviving owner must send a certified copy of the **death certificate** with the application. This procedure applies to all cases involving ownership in joint tenancy with rights of survivorship. If the vehicle was owned by the deceased only, refer to our ESTATES brochure, if available, or call (217) 782-2924.
- If the **vehicle information is in error**. If the Secretary of State's records fail to verify the corrections, a law enforcement or dealer certification form will need to be submitted.
- To **register or remove a lien.** To remove a lien, a **lien release statement** must be attached or lien must be released on **Certificate of Title.**
- To **change a company's name.** If it is still one and the same company, a letter stating this must be submitted with the applications for corrected title and corrected registration. A company that incorporates must transfer ownership to the newly formed corporation by applying for new title and license plates.

If you have any further questions regarding a title-related matter, call (217) 782-6306.

Mandatory Vehicle Insurance

All motor vehicles registered and operated in Illinois must be covered by liability insurance—insurance that covers the property damage and/or injuries you may cause others in an accident.

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Checklist

This section applies to vehicle title and registration and preprinted sticker renewal applications.

OWNER INFORMATION

- ☑ Do **signatures** and **names** agree? If there are two or more owners, are all signatures on the application?
- ☑ If the applicant is a **Jr.** or **Sr.**, has this been indicated at the top of the application AND in the signature area of the application?
- ☑ If the application is for a company or a corporation, is the **name** listed correctly and does it include "**Inc.**" if that is part of the name?
- ☑ For a leased vehicle, does the application clearly state the names of the **lessor** (*leasing agency*) and the **lessee**? Lessor must be listed first, and then the individual leasing the vehicle. If lessee is maintaining registration, complete two applications, one **application for title only** (VSD-330) in the lessor's name and one **application for registration only** (VSD-190) in the lessee's name. For a rental vehicle (less than one-year contract), a separate Certificate of Insurance must be included with the application. A leased vehicle (one year or longer contract) requires only an affirmation by signature on the application that the vehicle is covered by insurance.
- ☑ Is the owner(s) name and address information typed or printed legibly on the application?

VEHICLE INFORMATION

- ☑ Is the **vehicle information** correct, i.e. year, make and vehicle identification number (VIN) and typed or printed legibly on the application?
- ☑ If transferring plates, is the information shown for **both** the new and old vehicle?

Is the most recent **vehicle registration identification card** enclosed?

TRUCK/TRAILER INFORMATION

- ☑ If the vehicle is a truck or trailer, has the **correct fee** been included for the maximum weight desired?
- ☑ If the vehicle is a tractor-trailer combination, is the **body type** labeled "Tractor?" This identification is necessary for truck-tractor plates.

http://www.sos.state.il.us

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